

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**ACTIVITIES THERAPY AIDE**

**JOB DESCRIPTION**

Employees in this job participate in the planning, implementation, and performance of therapeutically oriented activities and/or training programs for developmentally disabled, physically/socially handicapped, or mentally ill residents of state facilities. The work is typically performed under the guidance of a professional therapist. The employee's work may focus on either recreational or work skill programs.

There are four classifications in this job.

**Position Code Title – Activities Therapy Aide-E**

Activities Therapy Aide 6

This is the entry level. The employee works in a learning capacity, receiving on-the-job training under close supervision.

Activities Therapy Aide 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of activities therapy aide services.

Activities Therapy Aide E8

This is the experienced level. The employee performs a full range of assignments and uses judgment in applying methods and procedures. Guidance and direction is generally available as needed.

**Position Code Title – Activities Therapy Aide-A**

Activities Therapy Aide 9

This is the advanced level. The employee serves as a lead worker with responsibility to assign, review, and guide the work of other activities therapy aides.

**NOTE:** Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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#### **Therapeutically Oriented Activities**

Assists in teaching arts and crafts such as painting, weaving, ceramics, or woodworking.

Works with residents, prisoners, students, or patients to develop skills needed for independent living such as homemaking or functional academics.

Instructs residents, prisoners, students, or patients in areas of self-care such as grooming and personal hygiene.

Provides training and instruction in language or perceptual motor development.

Plans and takes residents, students, or patients on field and community learning trips.

Plans and schedules the football, baseball, and basketball games of the facility; coaches and supervises the games within and/or outside the facility.

Gives instruction and training in sports and other physical activities, such as calisthenics.

Plans a variety of games (e.g., bingo, cards, etc.), movies, and other entertainment activities.

Monitors and maintains the gymnasium, athletic area, and sports equipment.

Leads group musical activities.

Keeps records on performance, behavior, and progress of residents, students, or patients.

Keeps records of supplies and equipment, as required.

Organizes and directs volunteer groups and students, as assigned.

Performs related work appropriate to the classification as assigned.

#### **Training Activities**

Assists in coordinating and teaching a variety of work skill programs to residents, prisoners, students, or patients, including laundry, wood working, ceramics, etc.

Evaluates residents', prisoners', students' or patients' work performance to determine suitability for various types of employment.

Makes work placements, within and/or outside the facility, for residents, students, or patients according to their abilities.

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Evaluates completed craft items for quality of work.

Breaks down jobs to meet residents', prisoners', students', or patients' capabilities and makes assignments to perform the work.

Instructs residents, prisoners, students, or patients in basic work techniques and supervises on-the-job performance of the work in a sheltered workshop setting.

Makes test runs on new jobs to establish the most efficient means of operation.

Keeps records on performance, production, behavior, and treatment progress of residents, prisoners, students, or patients.

Makes contacts with businesses and industries in the community to obtain job contracts.

Maintains payroll records.

Keeps records on equipment used in the program.

Makes minor repairs to equipment.

Overviews work quality, supplies, storage, and disbursements.

Performs related work appropriate to the classification as assigned.

### **Additional Job Duties**

#### **Activities Therapy Aide 9 (Lead Worker)**

Coordinates work by scheduling assignments and overseeing the work of other activities therapy aides.

Oversees and assures the quantity and quality of the work by directing the activities therapy aides' strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of various crafts, sports, and other recreational activities.

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Knowledge of therapeutically-oriented activities and programs.

Knowledge of occupational problems of workers.

Knowledge of community organizations.

Ability to follow oral and written instructions.

Ability to work well with facility residents, prisoners, students, or patients.

Ability to devise work projects, instruct residents, prisoners, students, or patients and stimulate their interest.

Ability to evaluate residents', prisoners', students', or patients' progress.

Ability to maintain records and prepare reports.

Ability to communicate effectively.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Activities Therapy Aide 9 (Lead Worker)**

Ability to guide, train, and evaluate the work of other activities therapy aides.

Ability to organize and coordinate the activities therapy aide assignments of a specific work area.

Ability to allocate work to other activities therapy aides in a work area.

Ability to determine work priorities.

### **Working Conditions**

The jobs are located in a mental health facility, veteran's facility, school for the physically handicapped, correctional facility, or social services residential center.

### **Physical Requirements**

None.

### **Education**

Educational level typically acquired through completion of high school.

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### **Experience**

#### **Activities Therapy Aide 6**

No specific type or amount of experience is required.

#### **Activities Therapy Aide 7**

One year of experience as an activities therapy aide.

#### **Activities Therapy Aide E8**

Two years experience as an activities therapy aide.

#### **Activities Therapy Aide 9**

Three years of experience as an activities therapy aide, including one year of experience equivalent to the Activities Therapy Aide E8.

### **Special Requirements, Licenses, and Certifications**

Some positions within this job may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

ACTHRPADE

#### **Job Code Description**

Activities Therapy Aide

#### **Position Title**

Activities Therapy Aide-E

Activities Therapy Aide-A

#### **Position Code**

ACTHADEE

ACTHADEA

#### **Pay Schedule**

U11-111

U11-113